

**BY ORDER OF THE  
JOINT BASE CHARLESTON COMMANDER**

**628 AIR BASE WING INSTRUCTION 36-2805**

**14 JUNE 2011**

***Personnel***

**WING RECOGNITION PROGRAM (PA)**



---

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 628 ABW/CCC

Certified by: 628 ABW/CC  
(Col Martha A. Meeker)

Supersedes: CHARLESTONAFBI36-  
2805, 8 August 2008

Pages: 40

---

This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*, Air Force Instruction 36-1004, *The Air Force Civilian Recognition Program*, Air Force Instruction 36-2805, *Special Trophies and Awards*, and Air Mobility Command Instruction 36-2808, *Personnel Awards*. It prescribes the 628 ABW Senior Company Grade Officer (SCGO), Junior Company Grade Officer (JCGO), Senior Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), Junior Enlisted, First Sergeant, Honor Guard Member, and Civilian. The purpose of the program is to foster a competitive spirit in unit operations, enhance individual efforts to better manage the unit, develop esprit de corps, and recognize outstanding CGOs, SNCOs, NCOs, Junior Enlisted, Honor Guard and Civilian personnel. This instruction will be reviewed annually. For the purpose of this instruction, the wing staff will be a "group equivalent" under 628 ABW Director of Staff (DS). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. Executive Order 9397, *FDR on Social Security-Numbering System for Federal Accounts Relating to Individual Persons*, 22 November 1943, authorizes using the Social

Security Number as a personal identifier. The Social Security Number is required for the positive identification of personnel. The authority to collect and maintain the information is 5 U.S.C. 552A, Title 5, *United States Code (U.S.C.) Section 552a, as amended, The Privacy Act of 1974.*

### ***SUMMARY OF CHANGES***

This publication has been substantially revised and must be completely reviewed. Major changes include: Consolidates and incorporates guidance and procedures for publishing and maintaining electronic and physical publications and forms. Directs award packages to be sent electronically to <https://eim.amc.af.mil/org/628ABW/Command%20Chief/default.aspx> line requirements for military, Diamond Sharp award, and additional documents to include in the 12 Outstanding Airman of the Year (OAY), First Sergeant of the Year and Honor Guard submissions, and SNCO grading scale.

1.	Responsibilities: .....	3
2.	Active Duty Military Recognition: .....	6
Table 1.	CGO Quarterly and Annual Board Scoring. ....	8
Table 2.	Junior Enlisted and NCO Board Scoring. ....	9
Table 3.	Enlisted SNCO Board Scoring. ....	9
Table 4.	Honor Guard Board Scoring. ....	10
Table 5.	The board will grade Honor Guard packages using the following criteria: .....	10
3.	Civilian Recognition: .....	10
Table 6.	Major Categories and Scoring Quarterly .....	12
Table 7.	Major Categories and Scoring Annual .....	12
4.	Volunteer Recognition: .....	13
5.	Recognition Ceremonies: .....	15
6.	Diamond Sharp Award Recognition: .....	15
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>17</b>
<b>Attachment 2—BOARD COMPOSITION</b>		<b>18</b>
<b>Attachment 3—STAFF SUMMARY SHEET</b>		<b>20</b>
<b>Attachment 4—OFFICER/ENLISTED RECOMMENDATION LETTER</b>		<b>21</b>
<b>Attachment 5—CGO/ENLISTED PRESIDENT’S BOARD TALLY SHEET</b>		<b>22</b>
<b>Attachment 6—OFFICER/ENLISTED SCORE SHEET</b>		<b>24</b>
<b>Attachment 7—NOMINEE LISTING</b>		<b>26</b>
<b>Attachment 8—ANNUAL CIVILIAN BOARD SCORE/TALLY SHEET</b>		<b>18</b>

<b>Attachment 9—HONOR GUARD FACT SHEET</b>	<b>30</b>
<b>Attachment 10—HONOR GUARD BOARD SCORE SHEET</b>	<b>31</b>
<b>Attachment 11—HONOR GUARD BOARD TALLY SHEET</b>	<b>32</b>
<b>Attachment 12—HONOR GUARD RECOMMENDATION LETTER</b>	<b>33</b>
<b>Attachment 13—EXAMPLE CGO AND ENLISTED NOMINATION FOR QUARTERLY AND ANNUAL AWARD</b>	<b>34</b>
<b>Attachment 14—EXAMPLE CIVILIAN NOMINATION FOR QUARTER</b>	<b>35</b>
<b>Attachment 15—EXAMPLE CIVILIAN NOMINATION FOR ANNUAL AWARD</b>	<b>36</b>
<b>Attachment 16—NOTE: THIS IS AN EXAMPLE ONLY. FOLLOW GUIDANCE IN AMC MESSAGE</b>	<b>37</b>
<b>Attachment 17—SAMPLE VOLUNTEER NOMINATION NARRATIVE</b>	<b>38</b>
<b>Attachment 18—SAMPLE VOLUNTEER BIOGRAPHY</b>	<b>39</b>
<b>Attachment 19—VOLUNTEER OF THE YEAR GENERAL INFORMATION SHEET</b>	<b>40</b>

## 1. Responsibilities:

- 1.1. 628 Air Base Wing Commander (ABW/CC) is responsible for:
  - 1.1.1. The wing recognition program and approval of winners.
  - 1.1.2. Approving the purchase of quarterly and annual recognition plaques.
- 1.2. 628 ABW Deputy Commander (CV) is responsible for:
  - 1.2.1. Overseeing the company grade officer (CGO) recognition program.
  - 1.2.2. Ensuring board presidents for the CGO rotate between each group.
  - 1.2.3. Selecting board members (see [Attachment 3](#)) and notifies 628 ABW Command Chief Master Sergeant (CCC).
- 1.3. 628 ABW/CCC is responsible for:
  - 1.3.1. Overseeing the enlisted recognition programs.
  - 1.3.2. Presiding as the board president for each enlisted awards board (see [Attachment 3](#)).
  - 1.3.3. Selecting and notifying board members.
  - 1.3.4. Appointing a point of contact to coordinate appropriate quarterly and annual awards ceremony to recognize all wing-level nominees.
  - 1.3.5. Responsible for ordering wing quarterly and annual awards.
  - 1.3.6. Forwarding suspense notifications to the groups and group equivalents.
  - 1.3.7. Responsible for collecting all nomination packages from the groups and/or group equivalents.
    - 1.3.7.1. A complete package for each respective board nominees will be provided electronically to the appropriate board members no later than 1600 hours on the first duty day following the nomination package suspense date.
  - 1.3.8. Establishing time and location for all boards.
    - 1.3.8.1. Notifying and informing all board members of the scheduled board time and location.
  - 1.3.9. Forwarding the complete recommendation package to 628 ABW/CC for approval. Recommendation package will include staff summary sheet ([Attachment 3](#)), overall recommendation letter ([Attachment 4](#)), and applicable attachments.
  - 1.3.10. Maintaining quarterly award boards documentation (score sheets and nomination packages) until the annual award boards have been completed.
- 1.4. Awards board presidents are responsible for:
  - 1.4.1. Completing tabulations on the board tally sheet ([Attachment 5](#)).
  - 1.4.2. Factoring in his or her score in the event of a tie.

1.4.3. Gathering all the tally sheets for all board members and packaging them for the 628 ABW/CCC. Ensuring board result and packages are forwarded to 628 ABW/CCC no later than 1600 hours on the day of the board.

1.5. Award board members are responsible for:

1.5.1. Meeting and conducting boards on the prescribed day at the predetermined location.

1.5.2. Officer and enlisted boards will be package only. Board members will complete the score sheet ([Attachment 6](#)) prior to the board meeting. During the board, members will discuss the package scoring and address any concerns prior to the final tally.

1.5.3. Civilian boards will be package only. Board members will complete the score sheet ([Attachment 8](#) for quarterly/annual boards) prior to the board convening. During the board, members will discuss the package scoring and address any concerns prior to the final tally.

1.5.4. Honor Guard boards will include an interview of the nominee. Board members will complete the score sheet ([Attachment 10](#)) during the board.

1.5.5. Volunteer boards will be package only.

1.6. 628 ABW Public Affairs is responsible for:

1.6.1. Publicizing the wing recognition program.

1.6.2. Publishing recipient's names in the "Airlift Dispatch" following the ceremony.

1.6.3. Assisting recipients with hometown news releases.

1.7. 628th Force Support Squadron Civilian Flight (DPC) is responsible for:

1.7.1. Overseeing the civilian recognition program.

1.7.2. Consolidating and forwarding packages and board results to 628 ABW/CCC no later than 1600 hours on the day of the board.

1.7.2.1. Time-off awards for winners will be submitted by the organization for signature approval by 628 ABW/CC or designee.

1.8. Commanders are responsible for:

1.8.1. Ensuring military nominees meet AF fitness standards. The member must have a composite score of 75 or greater.

1.8.2. Ensuring nominees are not under investigation for Uniform Code of Military Justice offenses.

1.8.3. Establishing an aggressive, equitable program in their units.

1.8.4. Ensuring the results portion of each bullet is realistic and within the scope of the work actually performed by the nominee.

1.9. 628th Force Support Squadron Commander (FSS/CC) is responsible for:

1.9.1. Ensuring Honor Guardsman of the Quarter/Year Program is conducted in accordance with this instruction.

1.9.2. Ensuring board result letter ([Attachment 4](#)) is forwarded to 628 ABW/CCC no later than 1600 hours on the day award boards are held.

## 2. Active Duty Military Recognition:

2.1. Eligibility. Airmen basic through Senior Airman (AB-SrA), noncommissioned officers (NCO) Staff Sergeant and Technical Sergeant (SSgt-TSgt), senior NCOs Master Sergeant and Senior Master Sergeant (MSgt-SMSgt), junior company grade officers Second Lieutenant and First Lieutenant (2nd Lt-1st Lt), and senior company grade officers (Captain) assigned to the 628 ABW are eligible.

2.1.1. Nominate individuals in the category of award that corresponds to the grade they held for the majority of the award period. For example, if a member has held the grade of TSgt for 7 months of the award period and is promoted to MSgt, nominate the member in the NCO category, not the SNCO category. If the member is promoted at the 6-month point of the award cycle, the wing/CC/CCC will determine which category officer/enlisted nominees will compete in.

2.1.2. The recognition program is administered on a calendar year basis.

### 2.2. Quarterly Award Nominations.

2.2.1. Each group including the Director of Staff (DS) may submit no more than one nominee in each category to the wing quarterly recognition boards.

2.2.2. All nominees must be on station and assigned to the 628 ABW during the award period. Accomplishments must have occurred during the period of the award (January-March, April-June, July-September or October-December). Additionally, ensure the results portion of each bullet is realistic and within the scope of the work actually performed by the nominee.

2.2.3. Wing quarterly award winners are not eligible to compete during subsequent quarters of the same calendar year.

2.2.4. First Sergeants (diamond wearers) only compete in the First Sergeant of the Year category, therefore are not eligible for quarterly awards.

2.2.5. Members who have received disciplinary actions within the past 12 months such as but not limited to UIF, Article 15, court martial conviction, referral EPR, and PT failure, will not be eligible for submission.

### 2.3. Quarterly Award Packages:

2.3.1. Nomination packages are due to 628 ABW/CCC no later than 1200 hours on the second Wednesday of the month following the award period (second Wednesday of the month, following the end of the quarter).

2.3.2. Submit nomination packages on the most current AF IMT Form 1206, **Nomination for Award**, using bullet format (see [Attachment 13](#)). Headings are mandatory.

2.3.3. Packages will be uploaded to the 628 ABW/CCC EIM page (<https://eim.amc.af.mil/org/628ABW/Command%20Chief/default.aspx>), under the Quarterly Awards tab.

2.3.4. Late packages will not be accepted without prior approval from the board point of contact (POC).

#### 2.4. Annual Award Nominations:

2.4.1. Each group may submit one nomination in each category to the wing annual recognition boards.

2.4.2. List only those accomplishments that occurred during award period of 1 January-31 December. Additionally, ensure the results portion of each bullet is realistic and within the scope of the work actually performed by the nominee.

#### 2.5. Annual Award Packages:

2.5.1. Nomination packages are due to 628 ABW/CCC no later than 1200 hours on the second Wednesday in the month of January. If changes are necessary as a result of AMC requirements, the 628 ABW/CCC will notify group superintendents of the new suspense date.

2.5.2. Late packages will not be accepted without prior approval from the board POCs.

##### 2.5.3. Annual Company Grade Officer Packages.

2.5.3.1. Submit nomination packages on the most current AF IMT Form 1206 using bullet format (see [Attachment 13](#)).

2.5.3.2. Packages will be uploaded to the 628 ABW/CCC EIM page (<https://eim.amc.af.mil/org/628ABW/Command%20Chief/default.aspx>), under the Annual Awards tab.

##### 2.5.4. Annual Enlisted Packages.

2.5.4.1. Packages will comply with higher headquarters guidance for the 12 OAY Award as outlined in AFI 36-2805.

2.5.4.2. Submit nomination packages on the most current AF IMT Form 1206 using bullet format (see [Attachment 13](#)). Limit the AF IMT Form 1206 to one single-spaced page using the major headings for the 12 OAY Award.

2.5.4.3. Packages will consist of the AF IMT Form 1206, a one page, single-spaced biography, a signed letter of intent, a public release letter ([Attachment 16](#)), report of fitness history, a records review listing from PC-III, an 8 x 10 service dress photo (both electronic and hard copy) and citation as specified by HHQ guidance.

##### 2.5.5. First Sergeant of the Year Award.

2.5.5.1. First sergeants must serve at least 6 months, during the award period, in an authorized 8F000 position to be eligible for the annual award.

2.5.5.2. Packages will comply with guidance for the USAF First Sergeant of the Year Award outlined in AFI 36-2805.

2.5.5.3. Limit the AF IMT Form 1206 to one single-spaced page using the major headings for the First Sergeant of the Year Award (see [Attachment 13](#)).

2.5.5.4. Packages will consist of the most current AF IMT Form 1206 a one page, single-spaced biography, public release statement, records review listing, report of

fitness history, an 8 x 10 service dress photo (both electronic and hard copy), and citation as specified by HHQ guidance.

2.5.6. The highest scoring Airman and Sailor in the Annual competitions for the Junior Enlisted, NCO, Senior NCO, Honor Guard Member, and First Sergeant will compete as the 628 ABW nominees. However, if the Sailor wins the award, they will continue on to compete for the annual award applicable to the USN, and the highest finishing USAF member will represent the 628 ABW for the 12 OAY.

## 2.6. Selection Criteria:

2.6.1. Quarterly award boards will be held on or about the second Friday of the month, following the award period (second Friday of the month, following the end of the quarter).

2.6.2. Annual award boards will be held on the second Friday in the month of January.

2.6.3. Selection is based on ranking of the AF IMT Form 1206.

2.6.4. Board members will receive the nomination packages from 628 ABW/CCC following the nomination suspense date.

### 2.6.5. CGO Selection Boards:

2.6.5.1. Boards will be package only; however, the board members will discuss the package scoring and address any concerns prior to the final tally.

2.6.5.2. Boards will consist of a board president, (Colonel or DS) (non-voting, except in the event of a tie) and a board member (field grade officer) from each group (see [Attachment 3](#)).

### 2.6.5.3. Board Scoring Procedures:

2.6.5.3.1. Total points for the narrative process will be 6-10 points (see Table 2.1):

**Table 1. CGO Quarterly and Annual Board Scoring.**

<b>Narrative Process</b>	<b>Entire Package: 6-10</b>
Leadership and Job Performance in Primary Duty	(6 points total)
Significant Self-Improvement	(2 points total)
Base or Community Involvement	(2 points total)

2.6.5.3.2. The board members will use the provided score sheet ([Attachment 6](#)) and assign a total score. Board members will use their total score and place nominees in rank order according to the scores (i.e. the individual with the highest total score will be ranked as #1 while the lowest score will be ranked #5. #1 will be the winner). Board members will review and break any ties on their individual scoring sheet.

2.6.5.3.3. The board president will consolidate, transcribe, and add up the rank order scores on the tally sheet ([Attachment 5](#)). The nominee with the **lowest** overall total will be selected as the board's recommendation. The board president will complete the board president recommendation letter certifying the results of



the board ([Attachment 4](#)).

2.6.5.3.4. The board president's score will only be factored in the event of an overall tie score.

2.6.6. Enlisted Selection Boards:

2.6.6.1. Boards will be package only; however, board members will convene and review packages together.

2.6.6.2. Boards will consist of a board president and board members as stated in Attachment 3. (The board president is non-voting, except in the event of a tie. This person(s) oversees the process and ensure rankings of nominees are made equitable and fair.)

2.6.6.3. Board Scoring Procedures.

2.6.6.3.1. Total points for the narrative process will be a maximum of 10 points. Boards will be scored in the same manner using the following procedures:

**Table 2. Junior Enlisted and NCO Board Scoring.**

<b>Narrative Process</b>	<b>Entire Package: Maximum of 10 points</b>
Leadership and Job Performance in Primary Duty	(6 points total)
Significant Self-Improvement	(2 points total)
Base or Community Involvement	(2 points total)

**Table 3. Enlisted SNCO Board Scoring.**

<b>Narrative Process</b>	<b>Entire Package: Maximum of 10 points</b>
Leadership and Job Performance in Primary Duty	(6 points total)
Significant Self-Improvement	(2 points total)
Base or Community Involvement	(2 points total)

2.6.6.3.2. Board members will use the provided score sheet ([Attachment 6](#)) and assign a total score. Board members will use their total score and place nominees in rank order according to the scores (i.e. the individual with the highest total score will be ranked as #1 while the lowest score will be ranked #5. #1 will be the winner).

2.6.6.3.3. The board president will consolidate, transcribe, and add up the rank order scores on the tally sheet ([Attachment 5](#)). The nominee with the lowest overall total will be selected as the board's recommendation. The board president will complete the board president recommendation letter certifying the results of the board ([Attachment 4](#)).

2.6.6.3.4. The board president's score will only be factored in the event of an overall tie score.

2.7. Honor Guard Recognition:

2.7.1. Eligibility. Honor guard members assigned to Joint Base Charleston are eligible. The nominee shall be on standing guard during the quarter being nominated. The Honor

Guard NCOIC will nominate three guardsmen to meet the quarterly board and four guardsmen to meet the annual board.

2.7.2. Board composition: The board will consist of four SNCOs as appointed by the FSS Superintendent. The FSS Superintendent will act as the board president (see [Attachment 2](#)).

2.7.3. Board Scoring Procedures.

2.7.3.1. Total points for the board process will be a maximum of 10 points. Nominee packages will be scored using the following procedures:

**Table 4. Honor Guard Board Scoring.**

<b>Narrative Process</b>	<b>Entire Package: Maximum of 10 points</b>
Fact Sheet (Attachment 11)	(4 points total)
Drill/Appearance	(3 points total)
Questions	(3 points total)

2.7.3.1.1. The board will be package only if a board member is not present.

**Table 5. The board will grade Honor Guard packages using the following criteria:**

<b>Narrative Process</b>	<b>Entire Package: Maximum of 10 points</b>
Fact Sheet ( <a href="#">Attachment 9</a> )	(4 points total)
Hours Worked	(2 points total)
Extra Involvement	(2 points total)
Peer Comments	(2 points max)

2.7.3.2. The Honor Guard NCOIC will provide completed fact sheets ([Attachment 9](#)) to the board president and members prior to board convening.

2.7.3.3. The board members will use the provided score sheet ([Attachment 10](#)) and assign a total score. The board members will review and break any ties on their individual scoring sheet. The board president will complete the board president recommendation letter certifying the results of the board (see [Attachment 12](#)).

2.7.4. Uniform Requirements:

2.7.4.1. Board president and board members will wear Service Dress or ceremonial Honor Guard uniform.

2.7.4.2. Nominees will wear the ceremonial uniform with blouse belt.

### **3. Civilian Recognition:**

3.1. Eligibility. Appropriated/non-appropriated civilian employees assigned to 628 ABW are eligible.

3.1.1. Individuals will be nominated in the category that corresponds to the grade/position they held for the majority of the award period.

3.1.2. The recognition program is administered on a calendar year basis.

3.2. Quarterly Award Nominations.

3.2.1. There are two categories for civilians:

Category I: GS 1-8; WG/WL 1-8; NA/NL/NS 1- 8; CC 1-5; NF 1 – 2 or NSPS equivalent.

Category II: GS 9-12; WS 1-12; WG/WL 9 and above; NA/NL/NS 9 & above; NF 3-4, GS/GM/WS 13 & above or NSPS equivalent.

3.2.2. Each group or group equivalent may submit one nomination in the Cat I and Cat II to the wing quarterly recognition boards.

3.2.3. Accomplishments must have occurred during the period of the award (January-March, April-June, July-September or October-December).

3.3. Annual Award Nominations.

3.3.1. There are three categories for the annual awards nominations.

Category I: GS 1-8; WG/WL 1-8; NA/NL/NS 1- 8; CC 1-5; NF 1 – 2 or NSPS equivalent.

Category II: GS 9-12; WS 1-12; WG/WL 9 and above; NA/NL/NS 9 & above; NF 3-4 or NSPS equivalent.

Category III: GS/GM/WS 13 & above or NSPS equivalent.

3.3.2. Each group or group equivalent may submit one nomination in each category to the wing annual recognition boards.

3.3.3. Accomplishments must have occurred during the award period of 1 January-31 December.

3.4. Quarterly Award Packages.

3.4.1. Nomination packages are due to 628 FSS/FSMCE no later than 1200 hours on the second Wednesday of the month following the award period (second Wednesday of the month, following the end of the quarter).

3.4.2. Submit nomination packages on the most current AF IMT Form 1206 using bullet format (see [Attachment 14](#)). Limit the AF IMT Form 1206 to one page with 15 single-spaced lines (including the headings). The headings are mandatory.

3.4.3. Packages will consist of a hard copy of the latest AF IMT Form 1206 and an electronic IMT version on disk.

3.4.4. Late packages will not be accepted without prior approval from 628 FSS/FSMCE.

3.5. Annual Award Packages.

3.5.1. Nomination packages are due to 628 FSS/FSMCE no later than 1200 hours on the suspense date.

3.5.2. Submit nomination packages on the latest AF IMT Form 1206 using bullet format (see [Attachment 15](#)). Limit the AF IMT Form 1206 to one single-spaced page using the major headings. The headings are mandatory.

3.5.3. Packages will consist of a hard copy of the latest AF IMT Form 1206 and an electronic IMT version on disk.

3.5.4. Late packages will not be accepted without prior approval from 628 FSS/FSMCE.

### 3.6. Selection Criteria:

3.6.1. Quarterly boards will be held on or about the second Friday of the month following the award period (second Friday of the month, following the end of the quarter).

3.6.2. Annual boards will be held on the second Friday in the month of January.

3.6.3. Boards will be package only; however, board members will convene and review packages together.

3.6.4. Board composition will normally be:

3.6.4.1. 628 FSS/FSMCE as the board president (non-voting unless there is a tie).

3.6.4.2. Each group commander will appoint one board member to include Human Resources Office annually (voting).

3.6.4.3. A union representative may attend as an observer (non-voting).

3.6.5. Scoring for quarterly boards are based on the scoring of the AF IMT Form 1206 (10 points) with the following maximum points allowable in each major heading using .25 increments:

**Table 6. Major Categories and Scoring Quarterly**

<b>Narrative Process</b>	<b>Entire Package: Maximum of 10 points</b>
Job Performance	(8 points total)
Other accomplishments (Self-Improvements, Community/Base Involvement, Awards, Prizes, Titles, etc.	(2 points total)

3.6.6. Scoring for annual boards are based on the scoring of the AF IMT Form 1206 (10 Points) with the following maximum points allowable in each major heading using .25 increments

**Table 7. Major Categories and Scoring Annual**

<b>Narrative Process</b>	<b>Entire Package: Maximum of 10 points</b>
Job Description – limit 6 lines	(0 points)
Leadership and Job Performance	(8 points)
Other Significant Accomplishments/Community Effort	(2 point)

### 3.7. Board Scoring Procedures.

3.7.1. Board members will receive packages from the Civilian Personnel Flight no later than 1200 hours the day prior to the board.

3.7.2. Members will score the most current version of AF IMT Form 1206 using the point value outlined in paragraphs 3.6.5., and 3.6.6.

3.7.3. Each board member will use the provided score sheet ([Attachment 8](#)) and assign a total score and ranking based upon the total score (i.e., the individual with the highest total score will be ranked as number one while the lowest score will be ranked number five). They will also review and break any ties on the individual scoring sheet. (No person on the scoring sheet will have the same score as another nominee).

3.7.4. Board president will consolidate/transcribe the total scores and rankings on to the tally sheet ([Attachment 8](#)) then add up the rankings. The nominee with the lowest overall ranking will be selected as the board's recommendation. The board president will complete the Board president recommendation letter certifying the results of the board (see [Attachment 4](#)).

3.7.5. The 628 FSS/FSMCE member's scores will only be used in the event of a tie in the overall standing scores.

### 3.8. Annual award packages as AMC submissions.

3.8.1. The annual winners from the wing recognition program are submitted to HQ AMC as the 628 ABW nominees for the AMC Outstanding Civilian of the Year Award. If a non-AMC employee is chosen in a category, the first AMC winner is submitted as the nominee. The criteria for this package could change based on guidance from HQ AMC.

### 3.9. Time-Off Awards for Quarterly and Annual Award Winners.

3.9.1. Time-off awards will be granted to civilian quarterly and annual award winners. Squadron-level winners will receive an 8-hour time-off award; group-level winners will receive a 16-hour time-off award; and wing-level winners will receive a 24-hour time-off award. Time-off awards for more than 8 hours will be approved by the winner's second-level supervisor.

3.9.2. Time-off awards granted for this purpose will not be cumulative, i.e., squadron-level winner who wins at group level will only receive a 16-hour time-off award or a wing winner will only receive a 24-hour time-off award.

3.9.3. An electronic SF 52, **Request for Personnel Action** and an AF IMT 1768, **Staff Summary Sheet**, will be completed by the winning nominee's squadron and forwarded to 628 FSS/FSMCE with the certification from the appropriate approving official as shown below stated in Part D, "Remarks":

"I have considered fully the wage costs and productivity loss in granting this time off award. The amount of time off granted is commensurate with the individual's contribution or accomplishment. I also considered the unit's workload and unit employee's leave projections and certify that the employee can schedule the time off in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of this time off award" (Reference: AFI 36-1004, *Managing the Civilian Recognition Program*, paragraph 4.4.1.).

#### 4. Volunteer Recognition:

4.1. Eligibility. Federal civilians, family members, community members, and military and federal retirees who perform outstanding volunteer service in the military family community of a sustained and direct nature may be eligible. The volunteer service must be significant in character, produce tangible results and reflect favorably on the Air Force.

##### 4.2. Nominations:

4.2.1. Each group/activity with a recognized volunteer program may submit one nomination to the wing board. In addition, the Team Charleston Spouses Club, and all other approved base private organizations may submit one nomination each to the wing board.

4.2.2. Accomplishments must have occurred during the period of the award. The award periods are January-March, April-June, July-September or October-December, for quarterly nominations and 1 January-31 December, for annual nominations.

4.3. Submit nominations on plain bond plain bond, double-spaced, using Times New Roman 12 point font. Nominations will not exceed one page with one inch margins.

4.4. The nomination will consist of a narrative describing the nominee's volunteer community service. The package should emphasize the benefits realized by the volunteer service and include qualifying factors.

##### 4.5. Quarterly Packages:

4.5.1. Quarterly packages are due to 628 ABW/CCC no later than 1200 hours on the second Wednesday of the month following the award period (second Wednesday of the month following the end of the quarter).

4.5.2. Late packages will not be accepted without prior approval from the board POC.

4.5.3. Packages will consist of the nomination narrative.

##### 4.6. Annual Packages:

4.6.1. Annual packages are due to the 628 ABW/CCC no later than 1200 hours on the second Wednesday in the month of January.

4.6.2. Late packages will not be accepted without prior approval from the board POC.

4.6.3. Packages will consist of the nomination narrative ([Attachment 17](#)) and a one-page biography ([Attachment 18](#)) and a general information sheet ([Attachment 19](#)).

##### 4.7. Selection Criteria:

4.7.1. Quarterly boards will be the month following the award period (April, July, October and January).

4.7.2. Annual boards will be held on or about the second Friday in the month of January.

4.7.3. Board scoring will be package only, and board member composition will be conducted in accordance with Attachment 2.

4.7.4. The enlisted board members will score these packages using the score sheet (Attachment 5) to assign a ranking based on the impact and breadth of the nominee's

community involvement. The nomination narrative should define in detail how involvement supported base/unit mission and morale. Include hours served, money raised, community awards received, etc.

4.7.5. Selection is based on ranking of the nomination (#1 to #5 with one being the best, and 2nd best, etc.). Rankings will be tallied and divided by the number of board members. The candidate with the lowest overall ranking will be selected as the board's recommendation.

## **5. Recognition Ceremonies:**

5.1. Quarterly and annual winners will receive a wing awards plaque, recognition from various base private organizations and possible gifts from community supporters.

5.2. Quarterly Recognition Ceremonies:

5.2.1. Military nominees will wear UOD unless otherwise directed. Civilian nominees will wear smart casual attire.

5.3. Annual Recognition Ceremony:

5.3.1. The annual awards banquet will be held in January.

5.3.2. Military nominees will wear mess dress or semi-formal unless otherwise directed. Civilian nominees will wear formal attire or Business suit.

## **6. Diamond Sharp Award Recognition:**

6.1. Purpose: The Diamond Sharp Ceremony was created as an additional wing recognition opportunity, to recognize Team Charleston's outstanding Airmen that are not submitted for annual and quarterly awards. Diamond Sharp is designed as a monthly recognition program and is rotated amongst the squadrons based on population of Airmen in the grades of E-1 through E-5.

6.2. Eligibility: Enlisted members in the grade of E-1 thru E-5 are eligible recipients of the Diamond Sharp Award and selected by their respective squadron first sergeant. There is no package to submit or specific criteria for this award. Members are selected based on their first sergeant's impression of an outstanding Airman or Sailor, wingman, and leadership ability.

6.3. The ceremony is held once a month and coordinated by the First Sergeant Council. During the ceremony, each first sergeant will introduce their award recipient to 628 ABW and attendees.

6.3.1. Presentation of the Diamond Sharp Award will be made by the senior officer present from 628 ABW or 437 AW, and the command chief or designated representatives.

6.4. The uniform will be the uniform of the day unless otherwise specified. The ceremony will be held at the Charleston Club. Set-up and arrangements are coordinated by the First Sergeant Council.

6.5. Recipients will receive a plaque, and recognition from various base private organizations.

MARTHA M. MEEKER, Colonel, USAF  
Commander



**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *The Air Force Awards and Decorations Program*, 1 Aug 1997

AFI 36-2905, *Fitness Program*, 1 Jul 2010

AFI 36-1004, *Managing the Civilian Recognition Program*, 13 Dec 2009

AFI 36-2805, *Special Trophies and Awards*, 29 Jun 2001

AMCI 36-2808, *Personnel Awards*, 4 Nov 2010

***Prescribed Forms.*** None

***Adopted Forms***

AF Form 1768, *Staff Summary Sheet*, 1 Sep 1984

AF Form 1206, *Nomination for Award*, 1 Jul 2000

***Abbreviations and Acronyms***

**12 OAY**—12 Outstanding Airman of the Year

**JCGO**—Junior Company Grade Officer

**NCO**—Noncommissioned Officer

**SCGO**—Senior Company Grade Officer

**SNCO**—Senior Noncommissioned Officer

**DS**—Director of Staff

## Attachment 2

## BOARD COMPOSITION

<b>Officer Boards</b>	
<b>Senior/Junior CGO Board</b>	
President	Colonel or Director of the Wing Staff
Board Members	One field grade officer from the wing staff and each group
<b>Enlisted Boards</b>	
<b>SNCO/NCO/Junior Enlisted Board</b>	
President	Command Chief Master Sergeant or Command Chief designee
Board Members	SNCO & First Sergeant of the Year Boards: One Chief Master Sergeant or Master Chief Petty Officer (Senior Master Sergeant or SCPO when a Master Chief is not available) from the wing staff and each group. NCO Boards: One SNCO representative from the wing staff and each group as approved by the Command Chief Master Sergeant. Amn Board: One NCO representative from the wing staff and each group as approved by the Command Chief Master Sergeant.
<i>Honor Guard</i>	
President	FSS Superintendent in the rank of Chief Master Sergeant or SNCO as designated by the FSS Superintendent.
Board Members	Four SNCOs nominated by the Honor Guard NCOIC and approved by the FSS Superintendent.

**QUARTERLY AWARDS BOARD NAMES**

<b>1ST Quarter 2010 Awards Board Names</b>	
Enlisted Board	
Gp	Name
Pres	
MDG	
MSG	
ABW	
<b>Officer Board</b>	
Pres	
MDG	
MSG	
ABW	

### Attachment 3

## STAFF SUMMARY SHEET

STAFF SUMMARY SHEET						
TO	ACTION	SIGNATURE ( <i>Surname</i> ), GRADE AND DATE	TO	ACTION	SIGNATURE ( <i>Surname</i> ), GRADE AND DATE	
1	628 ABW/CCE	Coord	6			
2	628 ABW/CC	Sign	7			
3			8			
4			9			
5			10			

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
Jose A. LugoSantiago, CMSgt	628 ABW/CCC	X-3434	tro	
SUBJECT				DATE
Joint Base Charleston Qtrly Award Board Congrats letters, 1st Qtr (1 Jan - 31 Mar 11)				20110331
<p>SUMMARY</p> <p>1. The wing's Annual Awards recognition letters are forwarded to the appropriate groups for presentation.</p> <p>1. RECOMMENDATIONS: 628 ABW/CC review and approve recommendations by endorsing the congratulation letters located in Tab 2.</p> <p>JOSE A. LUGOSANTIAGO, CMSgt, USAF Command Chief, 628th Air Base Wing</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: left;"> <p>Left Side Tabs</p> <p>Tab 1 Board President Rec Ltrs</p> <p>Tab 2 Congratulation Letters</p> </div> <div style="text-align: left;"> <p>Right Side Tabs</p> <p>Tab 3 Board Tally Sheets</p> <p>Tab 4 Nominee Packages</p> </div> </div>				

## Attachment 4

## OFFICER/ENLISTED RECOMMENDATION LETTER



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 628TH AIR BASE WING (AMC)  
CHARLESTON AIR FORCE BASE, SC

16 Dec 2010

MEMORANDUM FOR 628 ABW/CC

FROM: Quarterly Awards Board President

SUBJECT: 628th Air Base Wing Enlisted Quarterly Awards Board Results

1. The 628th Air Base Wing Enlisted Quarterly Awards Board, 4th Quarter, (1 Oct- 31 Dec 2010) convened on December 15, 2010. The results and recommendations are as follows:

- a. Airman:  
A1C Jonathan Gardner (MSG-LRS)
- b. Noncommissioned Officer:  
SSgt Cervante' Harris (MDG-MDSS)
- c. Senior Noncommissioned Officer:  
SMSgt Jackie Pryor-Walters (MDG-AMDS)
- d. Volunteer:  
1st Lt Stephanie White (MDG-AMDS)
- e. Honor Guard:  
SrA Anthony Burdett (MSG-LRS)

2. I certify the above named individuals as the winners for the category's listed above. If you have any questions concerning the boards or recommendations, please contact me at 963-3434.

JOSE A. LUGOSANTIAGO, CMSgt, USAF  
Board President

*Provide Globally Ready Forces and Installation Support to Joint Base Charleston!*

## Attachment 5

## CGO/ENLISTED PRESIDENT'S BOARD TALLY SHEET

1ST Quarter 2010 OFFICER BOARD MEMBER TALLY SHEET					
JrCGO		628 ABW	628 MSG	628 MDG	RANKING
	Nominee----->				
	Leadership & Job Performance in Primary Duty <b>6 pt (all packages)</b>				
	Significant Self- Improvement <b>2 pt (all packages)</b>				
	Base or Community Involvement <b>2 pt (all packages)</b>				
	<b>Total Score</b>				

Maximum of 10  
points in .25  
increments

SrCGO		628 ABW	628 MSG	628 MDG	RANKING
	Nominee----->				
	Leadership & Job Performance in Primary Duty <b>6 pt (all packages)</b>				
	Significant Self- Improvement <b>2 pt (all packages)</b>				
	Base or Community Involvement <b>2 pt (all packages)</b>				
	<b>Total Score</b>	<b>0</b>			

Maximum of 10  
points in .25  
increments

SHEET					
Junior Enlisted		628 ABW	628 MSG	628 MDG	RANKING
	Nominee----->				
	Leadership & Job Performance in Primary Duty <b>6 pt (all packages)</b>				
	Significant Self-Improvement <b>2 pt (all packages)</b>				
	Base or Community Involvement <b>2 pt (all packages)</b>				
	<b>Total Score</b>				

NCO		.25 increments			
		628 ABW	628 MSG	628 MDG	RANKING
	Nominee----->				
	Leadership & Job Performance in Primary Duty <b>6 pt (all packages)</b>				
	Significant Self-Improvement <b>2 pt (all packages)</b>				
	Base or Community Involvement <b>2 pt (all packages)</b>				
	<b>Total Score</b>				

		.25 increments			
SNCO		628 ABW	628 MSG	628 MDG	RANKING
	Nominee----->				
	Leadership & Job Performance in Primary Duty <b>6 pt (all packages)</b>				
	Significant Self-Improvement <b>2 pt (all packages)</b>				
	Base or Community Involvement <b>2 pt (all packages)</b>				
	<b>Total Score</b>				

		.25 increments
<b>Volunteer</b>	Nominee	RANKING
	1 being the best, 2 being the second best and so on	
	TCSC	
	CGOC	
	AFSA	
	FIRST 6	
	TOP 3	
	AFA	
AADD		
Total Score		

## Attachment 6

## OFFICER/ENLISTED SCORE SHEET

1ST Quarter 2010 OFFICER BOARD Score Sheet					
<b>JrCGO</b>	<b>Jr CGO Category</b>	<b>628 ABW</b>	<b>628 MSG</b>	<b>628 MDG</b>	<b>RANKING</b>
	Nominee----->				
MSG					
MDG					
ABW					
	<b>Total Score</b>				

<b>SrCGO</b>	<b>Sr CGO Category</b>	<b>628 ABW</b>	<b>628 MSG</b>	<b>628 MDG</b>	<b>RANKING</b>
	Nominee----->				
MSG					
MDG					
ABW					
	<b>Total Score</b>				



	1ST Quarter 2010 ENLISTED BOARD Score Sheet				
Junior Enlisted	Junior Enlisted Category	628 ABW	628 MSG	628 MDG	RANKING
	Nominee----->				
MDG					
MSG					
ABW					
	Total Score				
NCO	NCO Category	628 ABW	628 MSG	628 MDG	RANKING
	Nominee----->				
MDG					
MSG					
ABW					
	Total Score				
SNCO	SNCO Category	628 ABW	628 MSG	628 MDG	RANKING
	Nominee----->				
MDG					
MSG					
ABW					
	Total Score				
Volunteer	Volunteer Category	RANKING			
	Nominee----->				
MDG					
MSG					
ABW					
TCSC					
CGOC					
AFSA					
FIRST 6					
TOP 3					
AFA					
AADD					
	Total Score				

## Attachment 7

## NOMINEE LISTING

Nominee Listing				
Junior Enlisted of the Qtr	Squadron	Name	SSN	Rank order
MSG				
MDG				
ABW				
NCO of the Quarter				
MSG				
MDG				
ABW				
SNCO of the Quarter				
MSG				
MDG				
ABW				
Jr CGO of the Quarter				
MSG				
MDG				
ABW				
Sr CGO of the Quarter				
MSG				
MDG				

ABW				
Volunteer				
	Squadron	Name		Rank & order
TCSC				
CGOC				
AFSA				
FIRST-6				
TOP-3				
AFA				
AADD				
Honor Guard	Squadron	Name	SSN	Rank & order
MSG				
MSG				
MXG				
AW				
MDG				
OG				
Civilian CAT-I				
ABW				
MDG				
MSG				
Civilian CAT-II				
ABW				
MDG				
MSG				
Civilian CAT-III				

<b>(Annual)</b>				
<b>ABW</b>				
<b>MDG</b>				
<b>MSG</b>				

## Attachment 8

## ANNUAL CIVILIAN BOARD SCORE/TALLY SHEET

Annual (10 points with .25 increments)	Points	Nominee	Nominee	Nominee	Nominee	Nominee	
<b>Job Description:</b> Briefly describe the nominee's primary job – limit 7 lines	<b>0</b>						
<b>Significant Performance and Achievements:</b> Provide factual and substantiated examples of the nominee's performance and achievements above the general job description	<b>6</b>						
<b>Leadership:</b> Characterized the nominee's personal leadership as evidenced by character, conduct and willingness to accomplish goals and accept additional responsibility.	<b>2</b>						
<b>Self-Improvement Efforts:</b> Describe the nominee's self-improvement efforts. May include training and educational activities, and additional duties and community/civic activities	<b>2</b>						
<b>Total Score:</b>							
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> Board Member Signature							

## Attachment 9

## HONOR GUARD FACT SHEET

	<b>Detail Hours</b>	<b>Special Events/ Above Standing Guard</b>	<b>Special Team Assigned</b>
<b>NOMINEE:</b>			
<b>NOMINEE:</b>			
<b>NOMINEE:</b>			
<b>NOMINEE:</b>			
<hr/> <b>President's Board Signature</b>			

## Attachment 10

## HONOR GUARD BOARD SCORE SHEET

Quarter/Year: <i>(Maximum of 10 points in .25 increments)</i>					
		Nominee	Nominee	Nominee	Nominee
Criteria	Points				
Fact Sheet (Attachment 11)	4				
Drill/Appearance	3				
Questions	3				
TOTAL SCORE	10				
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Board Member's Signature					

## Attachment 11

## HONOR GUARD BOARD TALLY SHEET

	Board Member A	Board Member B	Board Member C	Totals	Board President
Name					
<b>Nominee:</b>					
Score					
<b>Nominee:</b>					
Score					
<b>Nominee:</b>					
Score					
<b>Nominee:</b>					
Score					
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Board President's Signature					



**Attachment 12**

**HONOR GUARD RECOMMENDATION LETTER**



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 628TH AIR BASE WING (AMC)  
CHARLESTON AIR FORCE BASE, SC

14 December 2010

MEMORANDUM FOR: 628 AW/CCC

FROM: 628 FSS/FSOX

SUBJECT: Honor Guard Recommendation for Airman of the Quarter (1 October-31 December 2010)

The following individuals are Honor Guard nominees for the Honor Guard Airman of the Quarter (3rd) 2010.

1. SrA Anthony Burdett, 628 LRS
2. SSgt Daniel Arrez-Ramirez, 437 APS
3. A1C Keitha McCarthy, 437 OSS

**WINNER- SrA Anthony Burdett, 628 LRS**

NAME, Rank, USAF  
Board President

*Provide Globally Ready Forces and Installation Support to Joint Base Charleston!*

## Attachment 13

## EXAMPLE CGO AND ENLISTED NOMINATION FOR QUARTERLY AND ANNUAL AWARD

NOMINATION FOR AWARD		
AWARD 628 ABW Quarterly or Annual Recognition Program	CATEGORY (If Applicable) SNCO of the Quarter	AWARD PERIOD 1 Jan - 31 Dec 10
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SMSgt John E. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE 3S0X1, Superintendent, Career Enhancement	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 673-1234/Comm: (843) 963-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 628 ABW/DPMP/102 E. Hill Blvd/CAFB SC 29404		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lieutenant Colonel Auburn A. Altus/DSN 673-4321/Comm: (843) 963-4321		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>This section must be completed in bullet format. Selection will be based on a combination of the following areas. In order for the nomination to be competitive, accomplishments must be strong and specific in each of the areas:</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES: (This section is worth 6 points for Junior Enlisted, NCO and CGO boards, and 7 points for SNCO board.)</p> <p>Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include results of Air Force, MAJCOM, numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the quarter, Maintenance Professional of the Year, and so forth.</p> <p>SIGNIFICANT SELF-IMPROVEMENT: (This section is worth 2 points for Junior Enlisted, NCO, and CGO boards, and 1 point for SNCO board.)</p> <p>- Show how member developed/improved skills related to primary duties (formal training, OJT, certifications, off-duty education, etc). Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties, e.g., class, course, degree, enrollment/completion and grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.</p> <p>BASE OR COMMUNITY INVOLVEMENT: (This section is worth 2 points)</p> <p>Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, member of Air Force Sergeants Association, Air Force Association, Sunday school teacher, and so forth.</p> <p>JUSTIFICATION CANNOT EXCEED ONE AF FORM 1206</p> <p>Headings are mandatory. Limit the AF IMT 1206 to 15 lines including headings for quarterly awards and 30 lines for annual awards. Justification must contain specific facts of nominee's contributions during the award period. Space to the right of the headings is not to be used. Legend keys are also prohibited.</p> <p>You must use the most current AF IMT 1206 version and year. Obsolete 1206s will be sent back.</p> <p>Achievements of the member should be so outstanding as to highly distinguish the Airman from his/her peers. To ensure the competitiveness of all nominations, each of the headings must be specifically addressed reflecting a whole-person concept.</p> <p>ENSURE INFORMATION IS INCLUDED UNDER THE PROPER HEADING AND IS ACCURATE.</p>		

## Attachment 14

## EXAMPLE CIVILIAN NOMINATION FOR QUARTER

NOMINATION FOR AWARD		
AWARD 628 ABW Quarterly Recognition Program		CATEGORY (If Applicable) Civilian Category I
AWARD PERIOD 1 Jan - 31 Mar 10		
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-05, John E. Doe		SSN (Enter Last 4 Only) 1234
MAJCOM, FOA, OR DRU AMC		
DAFSC/DUTY TITLE GS-318-04/Secretary		NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 673-1234/Comm: (843) 963-1234
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 628 ABW/DPMP/102 E. Hill Blvd/CAFB SC 29404		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Major Auburn A. Altus/DSN 673-4321/Comm: (843) 963-4321		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
JOB DESCRIPTION: - Describe significant leadership accomplishments - Detail how efficiently and effectively member performed primary/additional duties - Define scope/level of responsibilities - Describe positive impacts on the mission/unit - Include initiatives and techniques developed and their impact on mission/unit - Include results of AF, MAJCOM, numbered AF level inspections and/or evaluations (highlight specific contributions) - Relate positive comments		
OTHER ACCOMPLISHMENTS (SELF-IMPROVEMENT, COMMUNITY/BASE INVOLVEMENT, AWARDS, PRIZES, TITLES, ETC): - Show how member developed/improved skills related to primary duties (formal training, OJT, certifications, off-duty education, etc) - Include education not related to primary duties (i.e. class, course, degree enrollment and/or completions and GPA) - Include other training that significantly enhanced value as a military citizen - Detail achievements in professional or cultural societies or associations, development of creative abilities, etc - Detail willingness to accept tasks outside routine duties - Define involvement in both military and civilian community - Include leadership, membership, or participation in unit advisory councils, professional military organizations and associations - Detail participation in base events - Demonstrate how involvement had positive effect and contributed to positive Air Force image		
NOTE: Headings are mandatory. Limit the AF IMT 1206 to 15 lines including headings. Only include information that occurred during the award period. Space to the right of the headings is not to be used.		

## Attachment 15

## EXAMPLE CIVILIAN NOMINATION FOR ANNUAL AWARD

NOMINATION FOR AWARD		
AWARD Annual Recognition Program	CATEGORY (If Applicable) Civilian Category I	AWARD PERIOD 1 Jan - 31 Dec 10
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-05, John E. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE GS-318-04/Secretary	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 673-1234/Comm: (843) 963-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 628 ABW/DPMP/102 E. Hill Blvd/CAFB SC 29404		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Major Auburn A. Altus/DSN 673-4321/Comm: (843) 963-4321		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>JOB DESCRIPTION:</b></p> <ul style="list-style-type: none"> <li>- Briefly describe the nominee's primary job responsibilities and duties (limit 7 lines)</li> </ul> <p><b>SIGNIFICANT PERFORMANCE AND ACHIEVEMENTS:</b></p> <ul style="list-style-type: none"> <li>- Provide factual and substantiated examples of the nominee's significant performance and achievements, above general job requirements, that warrant this recognition.</li> <li>- Describe how well he/she improved operations.</li> <li>- Highlight any support they provided for any special projects.</li> <li>- Explain any other outstanding services the employee provided that benefitted the AMC mission.</li> </ul> <p><b>LEADERSHIP:</b></p> <ul style="list-style-type: none"> <li>- Characterize the nominee's personal leadership as evidenced by character, conduct, and willingness to accomplish goals and accept additional responsibility.</li> <li>- This could include leadership qualities and applied to specific Air Force problem or development of new techniques procedures, or processes which result in increased mission effectiveness.</li> </ul> <p><b>SELF-IMPROVEMENT EFFORTS:</b></p> <ul style="list-style-type: none"> <li>- Describe the nominee's self-improvement efforts</li> <li>- This portion may include training and educational activities, additional duties and community and/or civic activities.</li> </ul> <p><b>NOTE:</b> Headings are mandatory. Limit the AF IMT 1206 to 15 lines including headings. Only include information that occurred during the award period. Space to the right of the headings is not to be used.</p>		

**Attachment 16**

**NOTE: THIS IS AN EXAMPLE ONLY. FOLLOW GUIDANCE IN AMC MESSAGE**



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 628TH AIR BASE WING (AMC)  
CHARLESTON AIR FORCE BASE, SC

1 Feb 11

MEMORANDUM FOR HQ AFPC/DPSIDR

FROM: Rank and name of nominee

SUBJECT: Statement of Release for 12 Outstanding Airmen of the Year (12 OAY) Award

1. I do/do not (**circle one**) grant permission to release any information contained in my nomination packages in any announcement messages, press releases, or publicity regarding my winning this award.

2. Voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12 OAY competition.

NAME, Rank, USAF  
Title

*Provide Globally Ready Forces and Installation Support to Joint Base Charleston!*

**Attachment 17****SAMPLE VOLUNTEER NOMINATION NARRATIVE****VOLUNTEER OF THE YEAR**

Jane L. Doe-Charleston is a family member of an active duty technical sergeant in the 628th Communications Squadron. Jane has been a sterling performer, exemplifying all that is excellent in an Air Force volunteer. She has been volunteering with the enlisted spouses council (ESC) for over two years and was selected vice president during the last election. She has been active in every ESC function this year. In fact, during the Chief's Induction Ceremony, Mrs. Doe single-handedly decorated The Columbus Club and after the scheduled singer cancelled, she volunteered to sing the National Anthem. Her contributions were called "truly outstanding" by AMC/CC. Always eager to support the base's recognition ceremonies, Jane's annual "Taste of Charleston" cook-off and the resulting "Globemaster Cookbook" have become a local festive event generating over \$30,000 for the ESC. Her idea and tireless work has enabled the ESC to award family trips to Florida for each annual award winner!

A true self-starter, Jane organized the youth center's first-ever female lacrosse team. True to her usual form, "coach" Jane received an honorable mention by Lacrosse Monthly and was featured in an Air Force Times article on "Unbelievable Volunteers." Always the Air Force ambassador, she continues to promote the Air Force as a viable option whenever she is asked to speak at local school "career days."

Without a doubt, Mrs. Doe-Charleston has been one of the single-most influential volunteers Charleston has ever seen! Her dedication to the base and Air Force is evident by her recent selection as the Air Force Times Woman of the Year!

**Attachment 18****SAMPLE VOLUNTEER BIOGRAPHY**

JANE L. DOE-COLUMBUS

6789

**TEAM CHARLESTON SPOUSES CLUB**

Mrs. Jane L. Doe-Charleston is a volunteer with the Team Charleston Spouse's Club. She was born 2 Sep 1984 in Memphis, Tennessee. She attended East High School and graduated sixth in her class. While in high school she lettered in cheerleading, softball, and swimming. She was also a member of the debate team and vice president of the honor society.

After graduating high school she attended Mississippi University of Women (MUW) in Columbus, Mississippi, majoring in sport medicine. It was while attending MUW that she met her husband, TSgt John E. Charleston. They have one son, Johnny, age 2.

Mrs. Doe-Charleston attends Saint Matthew's Missionary Baptist Church where she maintains an active role as youth choir director, volunteer church secretary, and usher board member. Also, a member of the Big Brother/Big Sister Program, she was selected as the East Region Big Sister of the Year, 2001.

Her hobbies include reading, sewing, lacrosse, and competitive jet ski racing.



**Attachment 19****VOLUNTEER OF THE YEAR GENERAL INFORMATION SHEET**

NAME OF AWARD:	628TH AIR BASE WING VOLUNTEER OF THE YEAR, 2010
FROM:	TEAM CHARLESTON SPOUSE'S CLUB
INCLUSIVE DATES OF ACHIEVEMENT:	1 JANUARY 2010 – 31 DECEMBER 2010
NOMINEE:	JANE L. DOE-CHARLESTON
DESIGNATION:	FAMILY MEMBER
CATEGORY OF COMPETITION:	VOLUNTEER
HOMETOWN:	MEMPHIS, TENNESSEE
SPONSOR (IF APPLICABLE):	TSGT JOHN E. CHARLESTON
SPONSOR'S ORGANIZATION:	628TH COMMUNICATIONS SQUADRON

NOMINATED FOR: Volunteer of the Year 20XX for excellent performance and outstanding support.